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NAVSUBSCOLINST 5100.16B
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NAVSUBSCOL INSTRUCTION 5100.16B

Subj: NAVAL SUBMARINE SCHOOL OCCUPATIONAL SAFETY AND HEALTH
(OSH) PROGRAM MANUAL

Ref: (a) OPNAVINST 5100.23 Series
(b) OPNAVINST 5102.1 Series
(c) OPNAVINST 5100.12 Series
(d) OPNAVINST 5100.25 Series
(e) OPNAVINST 3120.32 Series
(f) SPAWARINST 5100.9 Series
(g) NAVEDTRA 135
(h) 29 CFR 1910
(i) OPNAVINST 5100.19 Series
(j) COMSUBLANT/COMSUBPACINST 5400.38 Series
(k) EIMB NAVSEA SE000-00-EIM-100, General Handbook,
Chapter 3
(l) NSTM Chapter 300 Section 2
(m) NSTM Chapter 400
(n) SPAWARINST 5100.16 Series

1. Purpose. To promulgate policy and establish procedures to provide a safe and healthful workplace for all personnel at Naval Submarine School.

2. Cancellation. NAVSUBSCOLINST 5100.16A and 5100.2D. This instruction has been revised to reflect changes in references (a) through (n). This instruction should be reviewed in its entirety and fully implemented to ensure the safety and health of all personnel.

3. Scope and Applicability. This instruction applies to all military and civilian personnel under the cognizance of NAVSUBSCOL. This instruction is not intended to be all inclusive and is to be augmented by pertinent instructions contained in the above references. Nothing herein will be construed as adversely modifying or superseding directives issued by higher authority, and any conflicts with such directives will be referred to the Safety Officer for resolution.

4. Action. All NAVSUBSCOL personnel are responsible for complying with this instruction.

JOHN C. BRANDES

Distribution:
Case A

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CHAPTER 1
INTRODUCTION

101. NAVSUBSCOL Occupational Safety and Health Policy.

a. The policy of this command is to implement fully the Navy's Occupational Safety and Health (NAVOSH) Program to provide a safe and healthful work place free of hazards for all personnel. All possible steps will be taken to eliminate or minimize the exposure of personnel to any conditions that may adversely affect their safety and/or health.

b. Safety and health functions are paramount at each level of management. Each member of the management team has a personal and individual responsibility for the safety and health of each person within the command.

c. Supervisory personnel shall ensure that subordinates are instructed in, and carry out applicable safety and health precautions for their work areas. The Safety Office will provide assistance as required in carrying out this responsibility.

d. Each person has an inherent responsibility for their own safety and health as well as those with whom they are associated. Each individual is responsible for knowing and observing all safety and health precautions applicable to their work area.

102. NAVSUBSCOL Occupational Safety and Health Program.
NAVSUBSCOL's Occupational Safety and Health (OSH) Programs are organized and administered under the direction of the Safety Manager/Officer.

103. Occupational Safety and Health Responsibilities.

a. Safety Manager/Officer is responsible to the Commanding Officer for establishing, coordinating, managing, directing and evaluating the NAVOSH program in accordance with references (a) through (n), recognized safety standards, and this instruction. The Safety Manager will take aggressive and positive steps/actions when warranted to ensure the safety and health of all personnel at NAVSUBSCOL; specifically where any operation or hazardous practice exists which appears to be an Immediate Danger to Life or Health (IDLH) or could cause serious damage to equipment or property.

b. Department Heads are responsible for maintaining safe and healthful operations and practices within their respective areas in accordance with references (a) through (n), recognized safety

standards, and this instruction. Also includes prevention and reporting of accidents within their respective areas.

c. Supervisors are directly responsible for the safety and health of all personnel within their work areas. Supervisors shall maintain an aggressive attitude toward the promotion of safety activities within their own area of authority and take an active part in the overall OSH program.

d. All Hands are responsible for performing assigned work in a manner that will assure their own safety and the safety of others and to report unsafe or unhealthful conditions and practices to their supervisor or the Safety Office.

CHAPTER 2
ORGANIZATION

201. Department Organization. Each Department Head shall assign, in writing, one primary and one alternate Safety Representative, First Class or above, as an assistant to the Safety Officer in administering the NAVOSH program within their respective areas.

202. Department Safety Representative. Department Safety Representative, with the approval of the Department Head, will assign as many Divisional Safety Petty Officers as needed to carry out their department NAVOSH responsibilities using references (a) through (n), this instruction, and the Safety Office for guidance. Department Safety Representatives also will represent their Department as members of the Enlisted Safety Committee.

CHAPTER 3
COUNCILS AND COMMITTEES

301. NAVSUBSCOL Safety Council.

a. The Commanding Officer, or when absent the Executive Officer, will chair the NAVSUBSCOL Safety Council. The Safety Manager/Officer (OOX), Department Heads (01A,N1 - N7), Chaplain (01C), Staff Civil Engineer (N14) and Command Master Chief (00A) are members of the council. Representatives for civilian employees are invited to all meetings.

b. The council will meet at least quarterly, or on special call of the chair.

c. The Safety Office is responsible for developing proposed agendas and presentations for the council, and ensuring meetings are scheduled. The agenda is built upon inputs from Department Heads, current safety concerns/trends and input from the Enlisted Safety Committee meeting.

d. The Safety Office will maintain a file of minutes.

302. Enlisted Safety Committee.

a. The Safety Manager/Officer, or when absent his/her designated representative, will chair the NAVSUBSCOL Enlisted Safety Committee. Designated Department Safety Representatives are members of the committee. Representatives for civilian employees are invited to all meetings.

b. The Enlisted Safety Committee will convene monthly to review the most recent Safety bulletins and messages, exchange information, review mishaps and injuries, suggest improvements to work place conditions, and provide recommendations to the Safety Council and Commanding Officer on safety matters.

CHAPTER 4
PREVENTION AND CONTROL OF WORK PLACE HAZARDS

401. Discussion. To achieve a safe and healthful workplace, hazards must be prevented or controlled. Engineering controls and/or substitution are the preferred means of eliminating or controlling a hazard. If engineering controls are not immediately possible, then administrative controls along with the use of personnel protective equipment (PPE) is preferred. The use of PPE alone is acceptable only when all other methods are proven technically or economically unfeasible.

402. Immediate Action. Once a hazard has been identified, immediate action shall be taken to prevent danger to personnel and damage to equipment. The hazard shall be eliminated by substitution, isolation, ventilation, administrative controls or PPE. As soon as practical the Chain of Command and the Safety Office shall be informed of uncontrolled hazards.

403. New Equipment/Operating Procedures. All potentially hazardous areas and processes shall have a hazard assessment conducted by the Safety Office prior to the area/process being authorized for use.

404. Contracts.. Contracts which require work to be performed by outside personnel at NAVSUBSCOL shall be coordinated with the Safety Office to ensure the safety and health of NAVSUBSCOL personnel.

CHAPTER 5
REPORTS OF UNSAFE/UNHEALTHFUL WORKING CONDITION

501. Discussion. Identification and reporting of potentially unsafe or unhealthful working conditions are the responsibility of all hands, both military and civilian.

502. Hazard Reporting (Informal). Reporting of unsafe or unhealthful working conditions orally to your immediate supervisor is the preferred method of hazard reporting. Supervisors shall take immediate action to correct unsafe or unhealthful working conditions, contacting the Safety Office for assistance, as necessary. The reporting individual shall be kept informed of all actions taken.

503. Hazard Reporting (Formal). Any employee may submit a written report of an unsafe or unhealthful working condition directly to the OSH office without fear of reprisal. The OSH office will investigate all reports brought to its attention in accordance with requirements of reference (a).

a. Department Safety Representatives shall ensure DD form 2272, report forms OPNAV 5100/11, and the instructions for completing the forms are available on at least one official bulletin board for each department. If the Department has personnel in more than one building, each building shall have at least one official bulletin board. The official bulletin board shall be accessible by all personnel.

b. Department Safety Representatives shall periodically check official bulletin board/s to ensure DD form 2272 is current, blank report forms OPNAV 5100/11 are available, and instructions for completing the forms are available.

c. Completed 5100/11 forms shall be submitted directly to the Safety Office.

d. Additional information may be found in chapter 10 of reference (a).

CHAPTER 6 TRAINING

601. Discussion. Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, its potential hazards, and of the strategies necessary to perform the job properly and prevent mishaps. To attain this level of knowledge, a well developed and coordinated training effort keyed to all levels of responsibility is required.

602. Required Training. Required safety training is addressed in reference (a). The master list of safety training required and periodicity required for NAVSUBSCOL is maintained in the Safety Office and is distributed when necessary to ensure training is completed in a timely manner.

603. Safety Training Courses. Specialized safety courses offered by SUBASENLON Safety Office include:

- a. Driver Improvement Course
- b. Motorcycle Rider Course
- c. Experienced Motorcycle Rider Course
- d. Forktruck Safety Training

604. Recordkeeping. The Safety Office is responsible for maintaining files of safety training. Training also shall be recorded in personnel records where required.

a. Management training will be documented by memo, from the Safety Officer to file, stating the required material has been covered.

b. Safety training shall be documented using Safety Training Muster Sheets, figure 6-1. Copies of Safety Training Muster Sheets will be forwarded to the Safety Office at the end of the training session. In cases where training will be conducted over several days (i.e. safety stand down) or one training topic must be given at several work shifts/sessions, one individual, (i.e. Code Safety Representative) will consolidate/collect Safety Training Muster Sheets, verify all personnel required to receive training have done so, and forward copies of Safety Training Muster Sheets to the Safety Office.

c. Job related indoctrination for all new personnel and personnel transferring from one job to another within NAVSUBSCOL,

a department, or work group will be documented using figure 6-2. Forward completed form to the Safety Office prior to any work being performed.

d. Informal training (5-10 minute stand up lectures) are to be documented by memorandum to the Safety Office with subject, date, instructor and attendees. Training conducted to correct a hazard on the spot or general safety training conducted on the spot and items in the POW do not require documentation.

Note: Department Heads shall provide a memorandum to the Safety Manager/Officer signifying all personnel within their respective department have received required safety training when required.

SAFETY TRAINING MUSTER SHEET - ROUTE COPY TO SAFETY CODE 00X

COURSE
TITLE _____ DATE _____ LENGTH _____

INSTRUCTOR'S NAME _____

COURSE DESCRIPTION_____

[illegible]

FIGURE 6-1

NAVSUBSCOLINST 5100.16B

[illegible]

FIGURE 6-1

NAVSUBSCOL 5100/12 (Rev 7/96)

NEW/TRANSFER PERSONNEL SAFETY ORIENTATION

Items to be reviewed with new personnel by supervisor. Check off item as information is explained.
Note: Certain items will not be applicable to all positions.

NAME: _____ DATE: _____
CODE: _____ JOB TITLE: _____

SAFETY

- ☐ 1. Review hazardous elements specific to job (chemicals; discuss routes of entry of overexposure, extreme heat, machinery, etc.).
- ☐ 2. Review engineering controls designed into operation (guards, exhaust, ventilation, hoists, lifts, etc.).
- ☐ 3. Review administrative controls in effect (limited exposure time, rotating jobs, distance from operations, etc.).
- ☐ 4. Review applicable safe work procedures (proper lifting technique, two man jobs, etc.).
- ☐ 5. Distribute and review use of personal protective equipment required (explain why equipment is needed).
- ☐ 6. Review NAVSUBSCOL Safety Manual.
- ☐ 7. Review written Hazard Communication program and MSDS of chemicals presenting a potential for exposure to new personnel.
- ☐ 8. Review Lockout/Tagout program.
- ☐ 9. Review safe operation procedures (SOPs) for equipment personnel will be expected to use.

FIRE

- ☐ 1. Review evacuation procedure in case of fire or disaster. (walk personnel through primary and secondary emergency exit routes from his/her work area.)
- ☐ 2. Identify all fire extinguishers, type of fire to be used on and review fire extinguisher operation.
- ☐ 3. Identify all area fire alarm pull boxes.

HEALTH

- ☐ 1. Identify first aid stations and services/equipment available.
- ☐ 2. Inform personnel of area person(s) to contact in case of emergency.
- ☐ 3. Identify emergency response personnel.
- ☐ 4. Review personnel right to access exposure and medical records.

ACCIDENT REPORTING

- ☐ 1. Review accident/incident reporting procedure. (Encourage personnel to bring to your attention any unsafe conditions or unsafe work practices. Remember: personnel input is essential to accident prevention.)
- ☐ 2. Review rights and internal assistance available with regard to worker's compensation.

New person and Supervisor agree that this indoctrination has been carried out completely.

(Supervisor's signature) _____
(Date)

(New person's signature) _____
(Date)

This form must be completed and signed before the new person is allowed to start work. Supervisor retain copy.

Forward this sheet to the Safety Office.

Figure 6-2

CHAPTER 7
PERSONAL PROTECTIVE EQUIPMENT (PPE)

701. Discussion. PPE shall be used where hazardous conditions exist. (i.e., chipping, grinding, sanding, etc.). The Safety Office will maintain the list of known areas and operations in which PPE shall be worn.

702. Use of Personal Protective Equipment. Approved and properly fitting PPE shall be furnished to individuals without cost to them. The NAVSUBSCOL Safety Office will maintain and update annually a completed Hazard Assessment of all areas and processes required to use PPE. Any changes to potentially hazardous areas/processes requiring the use of PPE will be reported to the Safety Office.

703. PPE selection. PPE shall only be used for task/s for which it was intended/designed. Material Safety Data Sheet (MSDS), Hazardous Materials Users Guide (HMUG), American National Standard (ANSI) Z87.1-1989 or the Safety Office shall be consulted for selection of proper PPE.

704. Training. Supervisors shall ensure individuals are trained properly in the use of PPE prior to use.

CHAPTER 8 HAZARD ABATEMENT PROGRAM

801. Discussion. It is essential that a hazard abatement program be developed to eliminate or control hazards. Department Heads, supervisors and the Safety Office shall conduct Occupational Safety and Health inspections of all NAVSUBSCOL spaces/processes at least annually. High hazard areas shall be inspected more frequently based upon potential for injuries.

802. Workplace Inspections. All NAVSUBSCOL workplaces shall be inspected by a qualified inspector from the Safety Office in accordance with table 8-1.

Schedule of Building Inspections

<u>JAN</u> 427 499	<u>FEB</u> 465 518	<u>MAR</u> 520 517	<u>APR</u> 533 448	<u>MAY</u> 437	<u>JUN</u> 519
<u>JUL</u> 152	<u>AUG</u> 465	<u>SEP</u> 520 517	<u>OCT</u> 474	<u>NOV</u> 426	<u>DEC</u>

Table 8-1

803. High Hazard Area Inspections. All NAVSUBSCOL high hazard areas will be inspected by a qualified inspector from the Safety Office in accordance with table 8-2.

Schedule of High Hazard Area Inspections

<u>High Hazard Area</u>	<u>Inspection Month</u>
Fire Fighting Trainer (bldg 520)	Mar, Jun, Sep, Dec
DC Wet Trainer (bldg 465)	Feb, May, Aug, Nov
Sub Escape Trainer (bldg 517)	Mar, Jun, Sep, Dec
Weld Shop (bldg 519)	Jan, Jun

Note: An inspection of all spaces shall be performed yearly by department personnel using figure 8-1. These inspections will be consolidated by one individual (Department Safety Representative) and forwarded to the Safety Office via respective Department Head.

SAFETY CHECKLIST

BUILDING # _____ ROOM #/NAME _____

INSPECTOR _____ DATE INSPECTED _____

	SAT	UNSAT	N/A
1. No extension cords on floor or across aisles.	_____	_____	_____
2. Extension cords are not run through doors, decks, windows or overheads.	_____	_____	_____
3. Extension cords are not used in place of permanent wiring.	_____	_____	_____
4. Area is free of spills (water,oil,etc.).	_____	_____	_____
5. Chairs are not used in place of ladders.	_____	_____	_____
6. Rugs and carpets are secured to prevent slipping.	_____	_____	_____
7. Differences in floor elevation are marked clearly.	_____	_____	_____
8. Floor mats are used at exterior doors during inclement weather.	_____	_____	_____
9. Floor is free of holes or damage.	_____	_____	_____
10. Filing cabinets have weight distributed so they are not top heavy.	_____	_____	_____
11. Shelving is secured to walls to prevent falling.	_____	_____	_____
12. Tops of lockers and filing cabinets free of "fall hazards".	_____	_____	_____
13. Materials are not stored in corridors or aisles.	_____	_____	_____
14. Desks and cabinets are not positioned so that drawers open into aisles.	_____	_____	_____
15. Dual doors marked in/out or entrance/exit.	_____	_____	_____
16. Transparent glass doors are marked.	_____	_____	_____
17. Electrical panels: are not blocked, are labeled, latch operates properly and no missing parts/screws.	_____	_____	_____
18. Electrical equipment safety tagged and in good condition.	_____	_____	_____
19. Electrical outlets within 6 feet of water are GFCI protected.	_____	_____	_____
20. Safety guards on equipment are present and in good condition.	_____	_____	_____
21. Chairs/furniture are in safe working order.	_____	_____	_____
22. Flammable/hazardous materials are stored properly.	_____	_____	_____
23. MSDS sheets readily available for all material in flammable/hazardous material lockers.	_____	_____	_____
24. Lights on exit signs are not burned out.	_____	_____	_____
25. Routes to fire escapes and exits are marked clearly and unobstructed.	_____	_____	_____
26. Exits are not blocked, signs are not hidden, signs are proper size,(6 inch letters).	_____	_____	_____
27. Exit/fire doors open, close and latch properly.	_____	_____	_____

Figure 8-1

	SAT	UNSAT	N/A
28. Coffee machines do not have an "auto on" function.	—	—	—
29. Tools are undamaged and maintained properly.	—	—	—
30. Fire extinguishers are mounted properly and not obstructed.	—	—	—
31. Fire extinguisher, seals not broken, properly charged and labeled.	—	—	—
32. Ladders/railings are in good working condition with no broken parts.	—	—	—
33. Stair treads are not loose or missing.	—	—	—
34. Personal protective equipment is in good condition and available.	—	—	—
35. Machinery spaces are not used for storage.	—	—	—
36. Eyewash stations are available, within 100 feet of hazard and maintained properly.	—	—	—
37. Refrigerators are marked "FOOD ONLY" or "STORAGE ONLY" and used only for marked usage.	—	—	—
38. Ceiling tiles are not missing/broken/falling down.	—	—	—
39. Review building lockout/tagout log for discrepancies.	—	—	—
40. Command Safety Policy posted on official bulletin board.	—	—	—
41. DD form 2272 posted on official bulletin board.	—	—	—
42. Are blank OPNAV 5100/11, (report of unsafe/unhealthful working conditions) forms available?	—	—	—
43. Are instructions for OPNAV 5100/11 available with OPNAV 5100/11 forms?	—	—	—
44. Noise and eye hazard areas have signs posted identifying hazard.	—	—	—
45. All soda machines and other vending machines weighing over 700 lbs. secured to deck or wall.	—	—	—

Notes: (1) When hazards are found take immediate action to correct them.

(2) Unsat checks must be explained in the remarks section. Identify by line number.

Remarks: _____

Figure 8-1

CHAPTER 9
MISHAP INVESTIGATION, REPORTING AND RECORD KEEPING

901. Discussion. Mishaps are unplanned or unexpected events which cause injury or illness to personnel or damage or loss to government property. History shows that most mishaps are preventable. It is critical to determine what factors allowed or led to occurrence of the mishap. This information can be used to prevent future mishaps in similar operations or environments. The primary purpose of the mishap investigation is to gain knowledge to aid in preventing future mishaps.

902. All Hands Action. All hands shall report injuries, on or off duty, illnesses, and damage to government property to their supervisor or the Safety Office.

903. Supervisors shall determine the type and class of mishap and take appropriate action in accordance with requirements of this chapter.

a. All on duty (military or DOD civilian) injuries, fatalities, or occupational illnesses shall be reported to the Safety Office immediately via phone and followed up utilizing figure 9-1.

b. All off-duty traffic, recreational, athletic, or home (military, dependents/civilians injured on base or caused by military operations/activities) injuries, or fatalities shall be reported to the Safety Office via phone the next workday and followed up utilizing figure 9-1.

c. All cases of government property damage shall be reported to the Safety Office via phone and followed up utilizing figure 9-1.

d. All training related mishaps shall be reported to the Safety Office immediately (i.e. telephone), then followed up utilizing figure 9-1.

904. Definitions

a. Mishap. Any unplanned or unexpected event causing personnel injury, occupational illness, death, material loss or damage, or an explosion of any kind whether damage occurs or not.

b. Class A Mishap; one or more of the following apply:

(1) \$1,000,000 or more damage to government property

- (2) Fatality
- (3) Permanent total disability
- c. Class B Mishap; one or more of the following apply:
 - (1) \$200,000 to \$999,999 damage to government property.
 - (2) Permanent partial disability involved
 - (3) Three or more persons hospitalized
- d. Class C Mishap; any one of the following apply.
 - (1) \$10,000 to \$199,999 damage to government property.
 - (2) Not a class A or B, injury resulted in missed time from work beyond the date of injury
 - (3) Illness caused missed work anytime
- e. Class D Mishap; any one of the following apply:
 - (1) Not Class A, B, or C mishap
 - (2) No time lost from work
 - (3) Less than \$10,000 damage to government property

905. Reporting Procedures

a. Initial Investigation form, figure 9-1 shall be used to document all mishap investigations. This form must be completed and forwarded to the Safety Office within 2 working days of the mishap.

b. Figure 9-1 is to be completed by an assigned investigator who was not involved in the mishap. Use the following guidelines for determining who completes the initial investigation:

(1) The Safety Manager will investigate class A or B mishaps. Notify the Safety Office immediately upon learning of a class A or B mishap.

(2) Class C and D mishaps are initially investigated by division officers, leading petty officers or Department Safety Petty Officers. The Safety Office will conduct further investigation as required.

(3) The Safety Office will conduct the safety investigation for all mishaps where there is the possibility of administrative or legal action against involved personnel. Information obtained during a safety investigation shall be considered privileged information and shall not be released except as allowed per reference (a). It is important to involve the safety office at the earliest to prevent possible conflicts of interests.

(4) Written or oral statements made to investigators conducting the safety investigation shall not be sworn or signed statements.

INITIAL INVESTIGATION REPORT

(Type or print legibly)

To be completed by initial investigator, not the people involved in the mishap
Amplifying instructions and additional space on the back of this sheet.

I.) A. Individual involved: Name: _____ SSN: _____
Sex: _____ Age: _____ Rank/Rate: _____ Code: _____

B. Initial Investigator: Name: _____ Rank/Rate: _____ Phone: _____

II.) A. Circle all that apply: Staff/Day Student/Night Student On Duty/Off Duty
On Base/Off Base Injury/Property Damage/Auto Accident/Training Related

B. Date and Time of Mishap: _____

C. If mishap occurred on base, then where? _____

D. If training related, enter CIN: _____

E. What was injured/damaged? (for injury include body part and type of injury, for property damage, include cost estimate): _____

F. How did the mishap happen? _____

III.) A. List all places, dates, lengths of time spent at medical functions (sickcall, milmed, hospital, ER, Conleave, SIQ, etc.): _____

B. Recommended Corrective Action: _____

For office use only: LT _____ Per _____ Mat _____ Pro _____ Des _____

Figure 9-1

This report is separate and independent of any required by the manual of the Judge advocate General. Safety investigators and JAG investigators shall not be the same person. This investigation shall not be made a part of JAG manual investigation. OPNAVINST 5102.1 does not prohibit JAG manual investigations from access to the same factual material or witnesses available to the safety investigator and vice versa. Any individuals interviewed during safety investigations shall not testify under oath and shall be advised that oral or written statements are used solely for the prevention of accidents.

INSTRUCTIONS

I.) A. and B. Self Explanatory

II.) A. Circle all phrases that apply. Staff members who are enrolled in a course shall be marked as students.

B. Enter both the date and time of day that the mishap occurred.

C. Enter the building number. If known, then enter the facility name (e.g. gym, ballfield, etc..)

D. If the mishap occurred during a course of instruction, then enter the Course Identification Number.

E. For injuries, list all body parts affected and their associated injury (e.g. ankle, sprain or back, strain). For property damage, include what was damaged, extent of damage, and a cost estimate.

F. Enter all events leading up to, and including, the mishap.

III.) A. List all dates, locations, and lengths of time spent at medical functions (e.g. Emergency room, civilian and Naval hospitals, Milmed, Sickcall, Conleave, SIQ, etc..). This information is required, regardless of the day of the week, duty status, or time of day. This information is critical to the determination of lost time. Enter 'none' only if medical treatment did not occur.

B. Enter safety related action that could prevent or reduce the occurrence of this type of mishap.

If any further instruction is desired, consult chapter 14 of the safety manual or call the Safety Office.

Additional space: _____

Figure 9-1

CHAPTER 10
HEARING CONSERVATION PROGRAM

1001. Discussion. To prevent occupational noise related hearing loss, all personnel working in designated hazardous noise areas shall be enrolled in the hearing conservation program.

1002. Supervisors shall identify to the Safety Office every 6 months all personnel who work in designated noise hazard areas. Supervisors shall ensure personnel who work in noise hazard areas have an audiogram prior to assignment and the audiogram is kept current in accordance with reference (a).

1003. Training. Designated personnel shall receive initial and annual training per Chapter 18 of reference (a).

1004. Hazardous Noise Areas. A complete survey (hazard assessment) shall be conducted to identify potentially hazardous noise levels and personnel at risk. The Safety Office will maintain the master list of hazardous noise areas and personnel who work in them.

1005. Hearing Protection. Hearing protective devices listed in reference (a) are the only hearing protective devices authorized at NAVSUBSCOL. Requests for exceptions to this shall be submitted to the Safety Office. The Safety Office shall be contacted to have surveys conducted in any new or modified areas/processes that produce potentially hazardous noise.

CHAPTER 11
SIGHT CONSERVATION PROGRAM

1101. Discussion. Navy policy requires that Navy personnel exposed to eye hazardous areas or operations be provided adequate eye protection at government expense. They are required to wear appropriate eye protection when performing hazardous operations.

1102. Supervisors shall ensure personnel working in eye hazardous areas or processes wear required safety glasses. Material Safety Data Sheets (MSDS), Hazardous Materials Users Guide (HMUG), American National Standard (ANSI) Z87.1-1989 or the Safety Office will be consulted for proper eye protection.

1103. Training. Designated personnel shall receive initial and annual training as per Chapter 19 of reference (a).

1104. Survey. A complete survey (hazard assessment) of all work areas, equipment, and processes shall be conducted to determine which are eye hazardous, and the type of eye protection required. The Safety office shall be notified of any changes resulting in potentially eye hazardous areas/processes. The Safety Office will maintain the list of known eye hazard areas.

Note: Proper eye protection will be stamped with #Z87". If your eye protection is not stamped with #Z87", do not use it.

CHAPTER 12
ERGONOMICS PROGRAM

1201. Discussion. This program seeks to prevent injures and illnesses by applying ergonomic principles to identify, evaluate and control ergonomic hazards. Ergonomic hazards are workplace conditions that pose a biomechanical stress to a worker's body as a consequence of posture and force requirements, work/rest regimens, repetition rate, or other similar factors.

1202. Work Site Analysis. Personnel desiring an evaluation of a work station shall contact the Safety Office. The Safety Office shall conduct an annual review of ergonomic/Cumulative Trauma Disorder (CTD) cases and conduct work site analyses as necessary using reference (a).

1203. Training. All hands shall receive annual training on CTD and the Navy back injury prevention program.

1204. Material Procurement. Ergonomic consideration shall be given to all new furniture and tools purchased. Items should be considered for adjustability, shape, etc.

CHAPTER 13
ASBESTOS

1301. Discussion. Asbestos is recognized as a major health hazard. Inhalation of asbestos fibers can cause at least two disease states; asbestosis and mesothelioma. Asbestos is primarily a hazard where it may be inhaled or ingested.

1302. Action. Personnel who suspect or find asbestos materials, shall notify their supervisor and the Safety Office and clear the area of all personnel taking care not to disturb the material. The Safety Office maintains the list of known asbestos locations for NAVSUBSCOL.

1303. Training. Personnel shall receive asbestos training annually until asbestos at NAVSUBSCOL is abated.

Note: Only trained and certified personnel following established procedures shall conduct the cleanup. There shall be no eating, drinking, chewing or smoking in the area until it is determined to be free of asbestos.

CHAPTER 14
RESPIRATORY PROTECTION

1401. Issue of Respirators. Personnel who are required to wear respirators shall be in the respirator protection program. This includes the use of dust masks. Only the Respiratory Protection Program Manager (RPPM) may issue respirators.

1402. Standard Operating Procedures. Standard operating procedures and appendix (15B) of reference (a) shall be developed and posted where respirators are used. Material Safety Data Sheets (MSDS), Hazardous Materials Users Guide (HMUG) and the RPPM in the Safety Office will be consulted for respirator requirements.

1403. Training. Personnel shall be trained for each type of respirator to be worn which will include a respirator physical and fit testing.

CHAPTER 15
WORKING ON ENERGIZED ELECTRICAL EQUIPMENT

1501. Discussion. To promulgate policy and procedures for maintenance and troubleshooting operations on energized electrical equipment. This revision contains substantial changes to policy and defines when Commanding Officer's permission is required to work on energized electrical/electronic equipment.

1502. Background. NAVSUBSCOL personnel frequently are required to access energized electrical/electronic equipment as an integral part of the training process and occasionally to perform preventive and corrective maintenance. This instruction provides personnel with policies and procedures to ensure safety precautions specified in references (a) and (h) through (n) and applicable Instructor Guides are followed. References (I) through (m) contain more comprehensive electrical safety requirements found in shipboard use and exceed the requirements of references (a), (h) and (n) for a shore command. NAVSUBSCOL teaches shipboard maintenance and troubleshooting techniques; therefore, shipboard references have been utilized to maintain continuity of training between NAVSUBSCOL and afloat activities while enhancing safety at this command.

1503. Action. The following instructions and procedures shall be carried out by all NAVSUBSCOL personnel in situations which require working on, or in the vicinity of, energized equipment.

a. Permission to work on, or in the vicinity of, energized electrical/ electronic equipment must be granted by the Commanding Officer. Exceptions to this policy are:

(1) Those cases in which approved instructions issued by higher authority permit opening or inspection of equipment in the course of performing maintenance, routine testing, taking measurements, or making adjustments that require equipment to be energized.

(2) For maintenance covered in approved curricula, permission shall be obtained from a qualified instructor.

b. All hands shall become thoroughly familiar with safety precautions contained in applicable Instructor Guides and Technical Publications associated with the equipment under their cognizance. Amplifying information is contained in references (a), (f), and (h) through (n).

c. Qualification of an instructor who may be involved in maintenance or troubleshooting of energized equipment shall

include a complete indoctrination in policies and procedures of this instruction. References (a) and (n) contain training requirements for those involved in working on energized electrical/electronic equipment. Chapter 6 provides guidelines for documentation of this training.

d. As a minimum, Figure 15-1 shall be completed whenever maintenance requiring entry into energized or damaged equipment is performed. No person shall be permitted to perform any work on energized electrical/electronic equipment without completing and complying with Figure 15-1.

1504. Procedures

a. For preventive or corrective maintenance conducted other than as a part of a course of instruction:

(1) In situations not covered by paragraphs 4.a.(1) and 4.a.(2), where it is not possible to perform preventive or corrective maintenance with the equipment de-energized, permission from the Commanding Officer shall be obtained, via the chain of command, prior to any work being performed on energized electrical/electronic equipment.

(2) Permission shall be granted by the Commanding Officer for a specific task. Personnel who obtain permission to work on energized electrical/electronic equipment shall report completion of that task, via the chain of command, to the Commanding Officer.

(3) Figure 15-1 shall be completed by the person-in-charge prior to commencing maintenance on, or working in the vicinity of, energized equipment, and verified as complete by the Division Leading Petty Officer.

b. For maintenance conducted as planned in approved curricula:

(1) In the conduct of a course of instruction with an approved curriculum which requires working on, or in the vicinity of, energized equipment, the instructor shall follow safety precautions provided in the Instructor Guide. The instructor shall ensure students follow applicable safety precautions.

(2) Permission shall be granted by a qualified instructor for a specific task or job step. Students shall report completion of that task or job to the instructor who granted that permission.

(3) Figure 15-1 shall be completed by the student and verified by the instructor prior to commencing maintenance on, or in the vicinity of, energized equipment. Additionally, figure 15-1 shall be completed prior to each Performance Test item requiring maintenance on, or in the vicinity of, energized equipment.

(4) Any situation which requires working on, or in the vicinity of, energized equipment not specifically covered by the Instructor Guide will not be undertaken until permission has been granted specifically by the Commanding Officer.

CHECKLIST FOR WORKING ON ENERGIZED ELECTRICAL/ELECTRONIC EQUIPMENT

<u>REQUIREMENTS</u>	<u>PERSON-IN-CHARGE</u> (INITIALS)
<u>PREPARATIONS:</u>	
1. Commanding Officer's and Department Head's permission obtained. (For maintenance covered in an approved curriculum, permission shall be obtained from a qualified instructor.)	_____
2. Lock out equipment to de-energize equipment as required to ensure personnel safety.	_____
3. PMS safety check performed on rubber gloves in use.	_____
4. Barriers established to prevent unauthorized entry and sufficient distance to prevent accidental contact from observers, etc.	_____
5. Ample lighting provided.	_____
6. All metal and loose clothing removed from person(s) doing the work.	_____
7. Worker(s) insulated from ground by insulation material covering the floor and any adjacent metal/energized circuits with which contact might be made.	_____
8. A CPR/first aid trained person is standing by in the <u>immediate</u> vicinity.	_____
9. Metal hand-held tools to be used are electrically insulated.	_____
NOTE: ACCEPTABLE TAPING METHOD: COVER HANDLE AND AS MUCH OF THE TOOLS AS NECESSARY. USE TWO LAYERS OF HALF-LAPPED RUBBER OR VINYL PLASTIC TAPE (NOT FRICTION TAPE).	
10. Communications established (if necessary) by persons at the work site and at circuit breakers/switches to de-energized equipment immediately in case of emergency.	_____

11. For particularly hazardous work, such as when working in the interior of a switch board or other cubical where exposed, energized bus bars are in the vicinity of the work or the work actually requires contact by tools to the energized components, a safety line will be attached securely to the person performing work and a back-up person stationed whose only job is to pull the worker off if shocked. _____
12. Eye or face protection worn by person(s) working on equipment within the barrier. _____
13. Removable test leads on portable meter(s) are tight, probe tips are properly insulated, and leads are not adrift. _____
14. Meter in calibration (for scales of interest) and checked against known energized source for scales to be used, before checking circuits. Electronic measuring instruments with auto-ranging features should be checked on both AC and DC sources, if applicable. _____
15. Person(s) performing work instructed to wear rubber gloves on both hands if at all possible (if not then on the hand not used for handling tools) and use only one hand on work if practical. _____
16. Prior to commencing work, above precautions verified by qualified instructor (for curriculum covered work) or the Division Leading Petty Officer (for work not covered by curriculum). _____

WARNING
**Dangerous voltages may be present
on the covers and frames of deranged
electrical equipment.**

REQUIREMENTS

PERSON-IN-CHARGE

EQUIPMENT ENTRY:

1. Verify covers and frames of equipment are deenergized (for damaged equipment). Remove panel cover with caution and properly stow loose objects. _____
2. Verify circuits de-energized (for damaged equipment) _____

3. Short capacitors as necessary. _____
4. Recheck meter against known energized source (for
damaged equipment). _____
5. After damaged equipment has been repaired and tested or
upon completion of work/maintenance, return equipment to
normal service following the steps below:
 - a. Ensure the circuit is ready with all equipment connected
to it in condition to be energized. _____
 - b. Ensure men working on the circuit are clear and have
been notified that it is to be energized. _____
 - c. Clear locks if applicable. _____

CHAPTER 16
ELECTRICAL SAFETY/ENERGY CONTROL PROGRAM (LOCKOUT/TAGOUT)

1601. Discussion. There are two types of tagout/lockout systems in use at NAVSUBSCOL: course of instruction tagout and lockout/tagout system.

1602. Course of Instruction Tagouts. When conducting maintenance procedures in conjunction with courses, special procedures and modification are necessary to prevent delays and to provide for an orderly and safe equipment tagout.

a. When a requirement for tags has been identified by trainees for trouble shooting or correcting training initiated problems, the course instructor will direct preparation of the tagout record sheet and tags. The requirement to use tags shall be specified in the instructors guide, the proctor guide and/or the trainee job sheet. An example tag sheet, approved by the division officer, indicating the required tags will be incorporated into course materials.

b. One trainee in the maintenance group will be designated to prepare the tagout. A second trainee will be tasked with making the second person check.

c. The course instructor shall review the record sheet and tags for accuracy and compare the trainee tagout with the approved example tagout from the instructors course materials. Absolute agreement between the trainee prepared tagout and the instructors example tag sheet is required. Any deviation will be corrected prior to instructor approval.

d. Instructors certified for the course in which the tagout is issued are designed as authorizing officers for issuing and clearing of course of instruction tagouts.

e. The certified course instructor is responsible for the correct tagout and personally will verify proper tag attachment and component positioning prior to trainee work on the equipment.

f. The course instructor will authorize removal of tags upon completion of the trouble shooting/maintenance evolution and require a system line up check when this action is required.

g. Cleared and completed tagout sheets will be reviewed by the supervisor at the end of each class.

h. A tagout log will be maintained for each course that requires and uses course of instruction tagout.

I. This system is only authorized for use by students during a course of instruction. The tags, tagout sheets and logs used in this section are not authorized for any other tagouts.

1603. Use of Lockout/Tagout. When conducting maintenance procedures which are not courses of instruction, use the lockout/tagout procedures in chapter 24 of reference (a) and the following.

1604. Lockout/Tagout log. Each lockout/Tagout log will contain as a minimum the following:

- Section 1. Copy of chapter 24 of reference (a).
- Section 2. List of persons authorized to issue locks and tags.
- Section 3. List of persons authorized to attach locks and tags.
- Section 4. List of equipment which requires a procedure to lockout/tagout.
- Section 5. Lock control log (figure 16-1).
- Section 6. List of equipment which can only use tagout.

1605. Department Heads shall ensure development of lockout/tagout procedures for all equipment which does not meet requirements of section 2404.a of reference (a). Procedures for equipment which can not be locked out must be approved by Department Heads. Section 2404.b of reference (a) has an example procedure.

1606. Tags shall be used for both lockouts and tagouts. Tags will be attached to each lockout device when performing lockouts. Information on tags must be legible and understandable. Tags as a minimum shall contain the following information.

- a. Name of person locking or tagging out equipment.
- b. Name of supervisor.
- c. Name of equipment/system.
- d. Code and phone number for person attaching tag.
- e. Tagged/locked position of device (switch, valve, etc..).

1607. Training. All NAVSUBSCOL personnel shall be trained in lockout/tagout procedures. Training shall be documented on figure 6-1 and a copy forwarded to the Safety Office.

Note: Commanding Officer permission is not required when verifying equipment isolation after lockout/tagout completion. However full safety precaution will be adhered to when verifying equipment isolation. Commanding Officer permission is required for deranged, damaged, or live equipment (see Chapter 15).

LOCK CONTROL LOG

Code _____

PROCEDURE NUMBER	EQUIPMENT	AUTHORIZING SUPERVISOR'S SIGNATURE	LOCK NUMBER	TYPE/ NUMBER DEVICES ISSUED	DATE/TIME ISSUED OR ADDED	PERSON RECEIVING/ ATTACHING DEVICES NAME/INITIALS	SECOND CHECKER NAME/INITIALS	DATE/TIME LOCKOUT/TAGOUT CLEARED SUPERVISOR SIG.

CHAPTER 17
BLOODBORNE PATHOGEN PROGRAM

1701. Discussion. The need to protect personnel from bloodborne pathogens is of increasing concern to the Navy. Bloodborne pathogens include the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and Other Potentially-Infectious Materials (OPIM). The diseases associated with these pathogens are preventable if the appropriate precautions are taken.

1702. Methods of Compliance. All personnel who can be reasonably anticipated to have occupational exposure to bloodborne pathogens will comply with Appendix (1).

1703. Training Requirements. All personnel covered under chapter 28, of reference (a) shall receive annual training on bloodborne pathogens.

Appendix 1

Bloodborne Pathogen Exposure Control Plan

1. Purpose. To establish a Bloodborne Pathogen Exposure Control Plan for SUBSCOL. The plan provides guidance and procedures which are employed to minimize and prevent, when possible, occupational exposure to bloodborne pathogens, as well as action to be taken if potential or actual exposures occur.

2. Applicability. This appendix applies to all personnel that have occupational exposure to bloodborne pathogens. In particular, personnel whose required duties include routine or reasonably anticipated tasks, procedures, or processes where there is a reasonably anticipated or actual occupational exposure to blood or other potentially infectious materials are covered by this appendix and shall comply with its provisions. A review of SUBSCOL facilities and operations has been performed to identify and evaluate those tasks, procedures and operations where actual or potential occupational exposure to blood or other potentially infectious materials can reasonably be expected or is likely to occur. The corpsmen assigned to the High Risk Training Department are considered to have occupational exposure and therefor shall comply with the provisions of this instruction.

3. Definitions

a. **Biohazard Label.** A label affixed to containers of regulated waste, refrigerator/freezers and other containers used to store, transport or ship blood and other potentially-infectious materials. The label must be fluorescent orange-red in color with the biohazard symbol and the word biohazard on the lower part of the label.

b. **Blood.** Human blood, human blood components, and products made from human blood.

c. **Bloodborne Pathogens.** Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

d. **Contaminated Sharps.** Contaminated objects that can penetrate the skin including, but not limited to needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

f. **Decontamination**. The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

g. **Engineering Controls**. Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

h. **Exposure Incident**. A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially-infectious materials that results from the performance of an employee's duties.

i. **HBV**. Hepatitis B Virus. The disease can produce a mild to chronic infection, liver damage such as cirrhosis, liver cancer, or death due to liver failure.

j. **HIV**. Human Immunodeficiency Virus, the precursor to the Acquired Immunodeficiency Syndrome (AIDS). AIDS results in the breakdown of the immune system, so the body does not have the ability to fight off other diseases. Currently no vaccination exists to prevent infection of HIV, and there is no known cure.

k. **Occupational Exposure**. Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially-infectious materials that may result from the performance of an employee's duties.

l. **Other Potentially-Infectious Materials (OPIM)**

(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead);

(3) HIV-containing cell or tissue cultures organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

m. **Universal Precautions**. An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens

n. **Work Practice Controls**. Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

3. Responsibilities:

a. The Safety Officer is the program coordinator and shall:

(1) Provide oversight for the overall implementation of this appendix.

(2) Advise the Commanding Officer immediately when corrective action is needed to ensure an effective program.

(3) Ensure that this plan is reviewed and updated when necessary but at least annually to account for new or modified tasks, procedures and job classifications that involve occupational exposure to bloodborne pathogens.

b. The High Risk Training Officer shall:

(1) Ensure all requirements of this plan are fully implemented.

(2) Ensure that operations under his cognizance are reviewed at least annually to determine if they are covered or otherwise affected by this plan.

(3) Ensure that those tasks and procedures under his cognizance that are covered by this plan are reviewed when necessary, but at least annually, to ensure that all necessary control measures are fully implemented and effective and to identify any necessary changes.

(4) Ensure all engineering controls used to prevent occupational exposure to bloodborne pathogens are examined and maintained or replaced on a regular schedule to ensure their effectiveness.

(5) Ensure that all personnel under his cognizance that require training under this plan receive such training within the appropriate time frame.

c. High Risk Training Department Personnel shall:

(1) Ensure that all exposure incidents are evaluated and appropriate follow-up is provided to all involved personnel per attachment (3) to this appendix.

(2) Familiarize themselves with the requirements of this plan.

(3) Comply with all requirements of this plan.

(4) Report all actual or suspected exposures to bloodborne pathogens or other potentially infectious materials.

3. Methods of Control.

a. Universal Precautions.

(1) Universal precautions shall always be observed where there is a potential for contact with human blood or other potentially infectious materials.

(2) Universal precautions are the procedural control of exposure to bloodborne pathogens by treating all human blood and other potentially infectious materials as if known to be infected with HIV, HBV, or other bloodborne pathogens. When differentiation between types of body fluid (i.e, a potentially infectious material) is difficult or impossible, all body fluids are to be considered potentially infectious.

b. Engineering Controls.

(1) These controls shall be the primary methods used to eliminate or minimize personnel exposure to bloodborne pathogens.

(2) Engineering controls a devices that either eliminate the hazard or isolate personnel from exposure.

c. Required Work Practices (General)

(1) These methods shall be the secondary means to eliminate or minimize personnel exposure to bloodborne pathogens.

(2) Work practice controls alter the manner in which a task is performed. They include proper handling of used bandages and other emergency items that have contacted human blood or other potentially infectious materials as well as performing procedures in a manner that will prevent or minimize the splattering, splashing, spraying or generation of droplets of blood or other body fluids.

(3) The following work practices shall be employed and enforced when appropriate:

(a) Affected personnel shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.

(b) All personal protective equipment shall be removed immediately upon leaving the work area or as soon as possible if overtly contaminated and placed in an appropriately-designated area or container for storage, washing, decontamination or disposal.

(c) Used needles and other sharps shall not be sheared, bent, broken, recapped or resheathed by hand. Used needles shall not be removed from disposable syringes. Recapping is permitted only if no other alternative is feasible and shall be done using an approved mechanical device or one-handed technique.

(d) Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a potential for occupational exposure.

(e) All procedures involving blood or other potentially infectious materials will be done in a manner which minimizes splashing, spraying, and aerosolization of these substances.

(f) If conditions are such that handwashing facilities are not available, antiseptic hand cleaners are to be used. Because this is an interim measure, employees are to wash hands at the first available opportunity.

b. Personal Protective Equipment

(1) Where there is potential for occupational exposure,

affected personnel will be provided and required to use personal protective equipment (PPE) including, but not limited to, gloves, glasses with side shields, face shields. When necessary, hypoallergenic, powderless or other alternative gloving shall be provided to those personnel who are allergic to types normally provided.

(2) PPE prevents human blood or other potentially infectious materials from reaching or passing through clothes, undergarments, skin, eyes, mouth and mucous membranes under normal conditions. PPE consists of disposable pocket mouth-to-mouth resuscitation devices, gloves, eye protection, and face shields, masks, gowns, aprons, caps, shoe covers and similar items.

(3) Single-use (disposable) gloves may not be decontaminated or washed for re-use.

(4) Personal protective equipment shall be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through or contact the clothing, skin, mouth, or mucous membranes.

c. **Information and Training.** All personnel with potential for occupational exposure to bloodborne pathogens and their supervisors shall receive training sufficient to ensure they are knowledgeable of the requirements contained in this plan, of the hazards bloodborne pathogens pose to workers, and of other control measures used to reduce or eliminate the hazards.

(1) Initial training shall be scheduled at the time of assignment or as soon as possible thereafter and as a minimum, shall include:

(a) A copy of this standard and an explanation of its content;

(b) A general explanation of the epidemiology and symptoms of bloodborne diseases;

(c) An explanation of modes of transmission of bloodborne pathogens;

(d) An explanation of the Exposure Control Plan and where you may obtain a copy;

(e) An explanation of the appropriate methods for recognizing tasks and procedures that may involve exposure to blood or Other potentially infectious materials;

(f) An explanation of the use and limitations of practice that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment;

(g) Information on personal protective equipment which shall address types available, proper use, location, removal, handling, decontamination and/or disposal;

(h) An explanation of the basis for selection of personal protective equipment;

(I) Information on the hepatitis B vaccine, including information on its efficacy, safety, and the benefits of being vaccinated;

(j) Information on the appropriate actions to take and persons to contact in the event of an emergency;

(k) Procedures to follow if an exposure incident occurs, including method of reporting the incident;

(l) Information on the medical follow-up that will be made available and on medical counseling provided to exposed personnel;

(m) An explanation of signs, labels, and/or color-coding;

(n) A question and answer session with the trainer.

(o) Guidelines to prevent or minimize the risk of exposure to bloodborne pathogens during CPR (attachment D to appendix 1).

(2) Refresher training shall be provided annually.

(3) Attachment A to this plan shall be used to document training.

4. Medical Surveillance

a. General Information

(1) Any individual who may be exposed to potentially-infectious materials shall be offered at no cost, a vaccination for hepatitis B, unless a previous vaccination or antibody testing reveals immunity.

(2) If the vaccination is declined, the waiver form (Attachment D to Appendix 1) shall be signed.

b. Post Exposure Procedures

(1) Should an exposure occur to a potentially-infectious material (via needle stick, splash, etc.), a post-exposure evaluation shall be provided as described herein.

(2) Following a report of an exposure incident, a confidential medical evaluation and follow-up shall be conducted, including:

(a) Documentation of the route(s) of exposure, HBV and HIV antibody status of the source individual's blood (if known), and the circumstances under which the exposure occurred.

(b) If the source individual can be determined and permission obtained, collection and testing of the source individual's blood to determine the presence of HIV or HBV infection.

(c) Collection of blood from the exposed employee as soon as possible after the exposure incident for determination of HIV/HBV status. Actual antibody or antigen testing of the blood or serum sample may be done at that time or at a later date, if requested by the exposed individual. Samples shall be preserved for at least 90 days.

(d) Follow-up of the exposed individual including antibody or antigen testing, counseling, illness reporting, and safe and effective post-exposure prophylaxis, according to standard recommendations for medical practices.

c. Information Supplied to Medical

(1) The attending health care professional shall be provided the following information:

- (a) a copy of 29 CFR 1910.1030 and its appendices;
- (b) A description of the affected individual's duties as they relate to the occupational exposure;
- (c) Results of the source individual's blood testing, if available;
- (d) All pertinent medical records, including vaccination records, relevant to the treatment of the exposed individual.

d. Health Care Professional's Report

(1) The attending health care professional shall provide a written opinion to the individual's command concerning the following:

(a) The health care professional's recommended limitations upon the exposed individual's ability to receive the hepatitis B vaccination.

(b) A statement that personnel have been informed of the results of the medical evaluation and have been told about any medical conditions resulting from exposure to blood or Other potentially infectious materials which require further evaluation or treatment.

(c) Specific findings or diagnoses which are related to the individual's ability to receive the HBV vaccination. Any other findings and diagnoses shall remain confidential.

e. Report to Exposed Individual. For each evaluation under this section, the exposed individual shall be provided a copy of the attending health care professional's written opinion within 15 days of the completion of the evaluation.

5. Recordkeeping

a. Medical Records. Medical records shall be kept for the length of the worker's employment plus 50 years in accordance with 29 CFR 1910.1030 and SECNAVINST 5212.5C. Records shall be maintained at the designated medical treatment facility supporting the command or activity or transferred to the archives according to current regulations.

b. **Training Records**

- (1) Training records shall be kept for 3 years.
- (2) These records shall be maintained in the department to which personnel are assigned.
- (3) A copy of the training record should be forwarded to the OSH Manager for compliance monitoring of the program.

Attachment A to Appendix 1

Bloodborne Pathogens Training

On _____, I attended training on Bloodborne Pathogens. Topics covered in this training included:

- a. A copy of this standard and an explanation of its content;
- b. A general explanation of the epidemiology and symptoms of bloodborne diseases;
- c. An explanation of modes of transmission of bloodborne pathogens;
- d. An explanation of the Exposure Control Plan and where you may obtain a copy;
- e. An explanation of the appropriate methods for recognizing tasks and procedures that may involve exposure to blood or OPIM;
- f. an explanation of the use and limitations of practice that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment;
- g. Information on personal protective equipment which shall address types available, proper use, location, removal, handling, decontamination and/or disposal;
- h. An explanation of the basis for selection of personal protective equipment;
- i. Information on the hepatitis B vaccine, including information on its efficacy, safety, and the benefits of being vaccinated;
- j. Information on the appropriate actions to take and persons to contact in the event of an emergency;
- k. Procedures to follow if an exposure incident occurs, including method of reporting the incident;
- l. Information on the medical follow-up that will be made available and on medical counseling provided to exposed personnel;
- m. An explanation of signs, labels, and/or color-coding;
- n. A question and answer session with the trainer.

NAVSUBSCOLINST 5100.16B CH-1

Supervisor or Trainer Signature

Trainee Signature

Attachment B to Appendix 1

Hepatitis B Vaccine Declination¹

Date: _____

Employee Name: _____

Employee ID#: or SSN _____

* I understand that due to my occupational exposure to blood or other potentially infectious material, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me. However, I decline Hepatitis B vaccination at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature: _____

Date: _____

Medical Corps Representative Signature: _____

Date: _____

* The wording of this paragraph shall not be changed per 29 CFR 1910.1030, The OSHA Standard for Occupational Exposure to Bloodborne Pathogens.

Note:

1. Information may be overprinted on an SF-600, Chronological Record of Medical Care, and placed in the individual's health record.

Attachment C to Appendix 1

Exposure Incident Investigation

Date of Incident: _____ Time of Incident: _____

Location: _____

Potentially Infectious Material Involved:

Type: _____

Source: _____

Circumstances (work being performed, etc.): _____

How incident was caused (accident, equipment malfunction, etc.):

Personal protection equipment being used: _____

Actions taken (Decontamination, clean-ups, reporting, etc.): _____

Recommendations for avoiding repetition: _____

Is Post exposure Hepatitis B Vaccine Required: _____
